



**ZONING PERMIT APPLICATION
ROOMING HOUSES (EXISTING ONLY)
(Renewed annually pursuant to section 141-7)**

Town of West Hartford
Planning and Zoning Office – Room 214
50 South Main Street
West Hartford, CT 06107
Phone (860) 561-7555

Date: _____

Zoning Permit Fee: \$75.00

State Surcharge: \$60.00

Total Fee: \$135.00

Rooming House Location:

Applicant:

Name

Address

City

Zip

Telephone

Email

Record Owner:

Name

Address

City

Zip

Telephone

Email

Please list the total number of rooms available, the total number of existing occupants and the dates of inspections within the last year by the West Hartford Fire Department or any other agency:

Applicant's Signature: _____

If you wish to mail in this application, please do so to the address indicated above along with a check made out to the Town of West Hartford and any appropriate plans.

ACTION:

Approved ☐

Denied ☐

Date: _____

ZEO Signature: _____

- Please see reverse side for additional information -

§ 141-1 Rooming House:

A house or building containing bedroom space for four or more persons not members of the family of the proprietor, which bedroom space the proprietor can spare for the purpose of giving lodging to such persons as the proprietor chooses to receive. An apartment house, hotel, hospital, convalescent home or private school shall not be considered a rooming house within the meaning of this chapter.

§ 141-2. License required.

No person shall conduct, operate or maintain a rooming house in the Town unless such person has obtained a license therefor as provided in §§ 141-3 through 141-9.

§ 141-3. License application.

[Amended 5-10-2005]

Any person desiring to conduct, operate or maintain a rooming house shall submit to the Town Planner an application for the license required by § 141-2, on a form provided by the Building Inspector and shall furnish therewith such information as the Building Inspector may deem advisable in connection with such application.

§ 141-4. Examination of premises.

[Amended 5-10-2005]

Upon the filing of the application for the license required by § 141-2:

- a. The Chief of the Fire Department of the Town shall forthwith examine said premises for the purpose of determining its suitability for such occupancy with respect to fire and safety laws and regulations of the state and the Town. The Chief shall make a written report of approval or disapproval of said application to the Town Planner. In the event of disapproval, the Chief shall set forth in said report the repairs, alterations or limit in the number of occupants necessary to meet the requirements of said fire regulations or shall report that, in the Chief's opinion, said building cannot be repaired or altered to conform to such requirements.*
- b. The Director of Health shall forthwith examine said premises for the purpose of determining its suitability for such occupancy with respect to the health and sanitation laws and regulations of the state and the Town. The Director shall make written report of approval or disapproval of said application to the Town Planner. In the event of disapproval, the Director shall set forth in said reports the repairs, alterations or limit in the number of occupants necessary to meet the requirements of said health and sanitation regulations or shall report that, in the Director's opinion, said building cannot be repaired or altered to conform to such requirements.*
- c. The Building Inspector shall forthwith examine said premises for the purpose of determining its suitability for such occupancy with respect to the Building Code and building regulations of the state. He or she shall file in the office of the Town Planner the written report of approval or disapproval of said application. In the event of disapproval, the Building Inspector shall set forth in said report the repairs or alterations or limit in the number of occupants necessary to meet the requirements of said Building Code and regulations or shall report that, in the Building Inspector's opinion, said building cannot be repaired or altered to conform to such requirements.*

§ 141-5. Issuance of license.

[Amended 5-10-2005]

Provided that the location of the rooming house complies with the zoning regulations and provided that the Chief of the Fire Department, the Director of Health and the Building Inspector have filed reports of approval as provided in § 141-4, the Town Planner thereupon shall issue to the applicant a license as required by § 141-2 to operate and conduct a rooming house for the number of occupants stated therein.

§ 141-6. License fees.

[Amended 5-10-2005]

Each applicant for a license required by § 141-2 shall pay to the Town Planner a license fee of \$10 upon the issuance of such license and a like fee for each renewal thereof.

§ 141-7. License expiration; renewal.

[Amended 5-10-2005]

Each license required by § 141-2 shall terminate on the 31st day of October next succeeding the issuance of such license. Renewal applications shall be filed with the Town Planner on or before October 15 in each year.